



ELIGIBLE PROFESSIONAL (EP) APPEAL FILING REQUEST INSTRUCTIONS

- The appeal filing request must be fully completed for any Eligible Professional (EP) to formally file an appeal with the Medicare Electronic Health Record (EHR) Incentive Program
- Please note that if the EP filed and was denied a Hardship Exception, that determination is final and cannot be appealed
- This request must be submitted electronically or postmarked by midnight EST by the appropriate deadline:
 - Failed Audit Meaningful Use – 30 days from the date of the adverse audit determination letter
 - Failed Reporting Meaningful Use – 30 days after the attestation deadline
 - Eligibility – 30 days after the attestation deadline
- The date this request and supporting documentation are received will be the submission date
- Note: When submitting a Failed Audit Meaningful Use appeal, EPs may choose to delay repayment of the Medicare EHR Incentive Payment as described in correspondence received from the EHR HITECH Incentive Payment Center. However, if the appeal is denied, failing to return the incentive payment as instructed could result in additional interest payments owed.
- Appeal requests will be reviewed when the completed form is received along with all required supporting documentation. CMS will only accept documentation submitted in Portable Document Format (.pdf), Microsoft Word Document (.doc), Microsoft Word Open XML Document (.docx) or Microsoft Excel spreadsheet (.xls) formats that are directly accessible through an email attachment.
- Documentation not submitted in the above mentioned formats may result in either a delayed or denied appeal determination.
- All documentation is required at the time of submission and additional documentation will not be accepted
- Electronic submission of this request is strongly recommended. This completed request and all supporting documentation must be attached to an email and sent to ehrappeals@provider-resources.com.
- If email submission is impossible, the completed request and all supporting documentation must be sent in a single package via fax to **814-464-9240**
- Retain a copy of your completed appeal filing request and documentation for your records